

a) may                      b) should                      c) might                      d) can  
 90- Did you deliver the parcel for me? No, I.....find the house, so I've come back to get a map.

a) can                      b) could                      c) couldn't                      d) mustn't

# Unit Five

## Vocabulary

## The future of work

### مستقبل العمل

<b>messaging</b>	مراسله	<b>switch.... on/off</b>	يفتح جهاز - يغلق	<b>mute</b>	يكتم الصوت - صامت
<b>join</b>	ينضم الي	<b>share</b>	يشارك - ينسبه من الاسهم	<b>turn ... up/down</b>	يعطي - يخفض صوت
<b>possibilities</b>	احتمالات	<b>sound</b>	صوت - يبدو	<b>screen</b>	شاشة
<b>software</b>	برمجيات	<b>virtual</b>	افتراضي - واقعي	<b>microphone</b>	ميكروفون
<b>clarification</b>	توضيح	<b>clarify</b>	يوضح	<b>IT support worker</b>	عامل دعم فني
<b>check</b>	يفحص - يتأكد	<b>respond</b>	يستجيب	<b>document</b>	وثيقة
<b>technical</b>	فني	<b>combine</b>	يربط	<b>create</b>	يخلق - يبدع
<b>separate</b>	يفصل	<b>Plug in</b>	يوصل بالكهرباء	<b>conference</b>	مؤتمر
<b>version</b>	اصدار - نسخه	<b>trend</b>	توجه / اتجاه	<b>spaces</b>	أماكن
<b>tools</b>	ادوات	<b>employee</b>	موظف	<b>personal</b>	شخصي
<b>communicate</b>	يتصل	<b>apps</b>	تطبيقات برمجيه	<b>predictions</b>	تنبؤ
<b>decision</b>	قرار	<b>interviewee</b>	مستجوب	<b>support</b>	يؤيد - يساعد - دعم
<b>environment</b>	البيئه	<b>interpersonal</b>	شخصي	<b>available</b>	متاح
<b>consequences</b>	نتائج	<b>replace</b>	يستبدل	<b>human contact</b>	اتصال بشري
<b>decline</b>	ينخفض - هبوط - انهيار	<b>risk</b>	يحازف - مجازفه	<b>level</b>	مستوي
<b>welfare</b>	رفاهيه	<b>officer</b>	ضابط	<b>position</b>	موضع - مكانه
<b>colleagues</b>	زملاء	<b>memory</b>	ذاكره	<b>interview</b>	مقابله شخصيه
<b>skills</b>	مهارات	<b>stressful</b>	متعب - مجهد	<b>situations</b>	مواقف
<b>faithful</b>	مؤمن - مخلص	<b>appear</b>	يظهر	<b>positive</b>	ايجابي
<b>classmates</b>	زملاء الفصل	<b>effective</b>	مؤثر	<b>mind</b>	يماغ
<b>topics</b>	مواضيع	<b>creative</b>	ابداعي	<b>points</b>	نقاط
<b>cards</b>	كروت	<b>presentation</b>	تقديم	<b>verbs</b>	افعال
<b>nouns</b>	اسماء	<b>adjectives</b>	صفات	<b>give up</b>	يتخلي عن
<b>identify</b>	يتعرف علي	<b>tips</b>	نصائح	<b>Concentrate on</b>	يركز علي
<b>summarise</b>	يلخص	<b>old-fashioned</b>	موضه قديم	<b>techniques</b>	طرق - اساليب
<b>summary</b>	تلخيص	<b>tend to</b>	يميل الي	<b>conclude</b>	يستنتج - يختم
<b>logical</b>	منطقي - عقلي	<b>unit</b>	وحده	<b>reduce</b>	يقلل
<b>essential</b>	لازم - ضروري	<b>draw</b>	يرسم	<b>background</b>	خلفيه
<b>record</b>	يسجل - سجل	<b>guess</b>	يخمن	<b>discover</b>	يكتشف
<b>mark</b>	درجه - يصحح	<b>shocked</b>	مصدوم	<b>wonder</b>	يسأل
<b>click</b>	نقره - يضغط	<b>slide</b>	شريحه - ينزلق	<b>explanation</b>	تفسير - شرح
<b>phrase</b>	عباره	<b>session</b>	جلسة	<b>add</b>	يضيف
<b>Video conference</b>	مؤتمرات مرثيه عن بعد	<b>reply</b>	يجيب - اجابه	<b>definitely</b>	بالتاكيد
<b>grateful</b>	ممتن - شاكر	<b>Clip</b>	مقطع	<b>arrow</b>	سهم
<b>option</b>	اختيار	<b>Video call</b>	مكالمه فيديو	<b>Attach to</b>	يربط - يرفق
<b>address</b>	عنوان	<b>settings</b>	اعدادات	<b>image</b>	صوره ذهنيه
<b>plus</b>	زائد	<b>sign</b>	علامه - يوقع	<b>Apply for</b>	يتقدم ل
<b>instant</b>	فوري	<b>Pod cast</b>	ملف الوسائط المتعدده	<b>forum</b>	منتدى عام
<b>specfic</b>	خاص	<b>Podcast</b>	بث صوتي	<b>delay</b>	تأخير
<b>race</b>	سباق	<b>post</b>	بريد - عمود	<b>suit</b>	يناسب - بدله



reality	الحقيقة	role	دور	details	تفاصيل
clip	مقطع	icon	أيقونة	Human beings	البشر
highlight	يلقي الضوء	destruction	دمار	IT support	دعم تقني

### Definitions

document	A piece of paper that has official information in it	وثيقة
mute	To make a sound of something quieter or make it disappear completely.	يكتم الصوت
slides	A piece of a film in a frame that you shine a light through to show a picture on a screen	شرائح
virtual	made on the internet or on a computer , rather than in the real world	واقعي-افتراضي - عملي
software	The sets of a programme that tell a computer how to do a particular job.	برامج الكمبيوتر
share	To give some of what you have to somebody else .	يشارك
IT support	Technical help that a company gives to customers using the internet.	دعم تكنولوجيا المعلومات
highlight	To make a problem or a subject easy to notice to that people pay attention to it. To make part of a text with a special coloured pen.	يسلط الضوء علي
join	To become a member of a meeting or an organisation	ينضم الي
Catch up with	To reach the same standard ( level ) as other people in your class, group	يوافق
respond	To do, say or write something as a reply or reaction to something.	يستجيب
welfare officer	A person who is in a position of authority in a large organisation	وجه نظر
artificial intelligence	The study of how to make computers do intelligent things that people can do , such as think and make decisions	الذكاء الصناعي
highlights	The most important, interesting, or enjoyable part of something such as a holiday, performance, or sports competition.	اهم الاحداث
interpersonal	Connecting with relationships between people.	شخصي
trend	A general tendency in which a situation is changing or developing.	محكمة
install	To add new software to a computer so that it is ready to be used.	يفش - غش
Technique	A particular way of doing something ( in which you have to learn special skills )	طريقه
Mind map	A diagram used to represent words , ideas , tasks or other items .	خريطة ذهنيه



<b>forum</b>	<b>An organization, meeting etc where people have a chance to publicly discuss an important subject.</b>	منتدى
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## Expressions

<b>a virtual meeting</b>	اجتماع افتراضي	<b>Internet connection</b>	وصلة نت
<b>by accident</b>	بالصدفة	<b>stay in touch with</b>	يكون علي اتصال
<b>do their project</b>	يعمل مشروع	<b>personal problems</b>	مشاكل شخصية
<b>fewer emails</b>	اميلات قليلة	<b>Make decisions</b>	يتخذ قرارات
<b>agree with</b>	يتفق مع	<b>make- have choice</b>	يختار
<b>Artificial intelligence</b>	ذكاء صناعي	<b>(take) control of</b>	يتحكم في
<b>Human beings</b>	البشر	<b>interpersonal skills.</b>	مهارات شخصية
<b>positive consequences</b>	نتائج ايجابية	<b>a student welfare officer</b>	مستول رعايه التلاميذ
<b>a job application</b>	التقدم لوظيفه	<b>deal with</b>	يتعامل مع
<b>make a list</b>	يعمل قائمه	<b>instead of</b>	بدلا من
<b>on a mind map</b>	في الخريطه	<b>coloured pens</b>	اقلام تلوين
<b>concentrate on</b>	يركز علي	<b>on a card</b>	علي الكارت
<b>make changes</b>	يقوم بتغييرات	<b>tend to use</b>	يميل لاستخدام
<b>click on the link</b>	ينقر علي الرابط	<b>Power Point slides</b>	شرائح باور بوينت
<b>in advance for your help</b>	في الحال	<b>take a break,</b>	ياخذ راحه
<b>grateful for your friend's help</b>	شاكر لمسااعه	<b>By accident= by chance</b>	بالصدفه
<b>tips = pieces of advice</b>	نصائح	<b>Creative = imaginative</b>	مبدع
<b>switch on &amp; switch off</b>	يشغل جهاز - يغلج جهاز	<b>Turn on &amp; turn off</b>	يشغل جهاز - يغلج جهاز
<b>work in pairs</b>	يعملوا في ثائيات	<b>Make up the way</b>	يبتكر طريقه
<b>do a session</b>	يعقد جلسه	<b>Look into</b>	يبحث عن
<b>turn up</b>	يرفع الصوت	<b>At least</b>	علي الاقل
<b>in different ways- colours</b>	بطرق او الوان	<b>lose the race</b>	يخسر السباق
<b>plug in</b>	يوصل الفيشه	<b>Ask for help</b>	يطلب مساعده
<b>at the start of</b>	في بدايه	<b>Suit to the role</b>	يناسب الدور
<b>look into possibilities</b>	يتقصي الاحتمالات	<b>Share with</b>	يشارك مع
<b>mute the microphone</b>	يخفض الصوت	<b>Apply for</b>	يتقدم ل

## Derivatives

Verb		Noun		Adjective	
<b>interview</b>	يقابل	Interviewer- interviewee	المذيع- الضيف	<b>interviewable</b>	قابل للمقابله
<b>create</b>	يخلق - مبدع	<b>Creation- creator</b>	خلق - خالق	<b>creative</b>	مبدع
<b>suit</b>	يناسب	<b>Suit- suitability</b>	بدله - صلاحيه	<b>suitable</b>	
<b>connect</b>	يربط - يصل	<b>connection</b>	صله - رابطه	<b>connected</b>	
		<b>virtuality</b>	الجوهر - احتماليه	<b>virtual</b>	افتراضي
<b>decide</b>	يقرر	<b>decision</b>	قرار	<b>decisive</b>	حاسم
<b>support</b>	يدعم	Supporter- support	مؤيد - دعم	<b>supportable</b>	قابل للدعم
<b>mute</b>	يكتم الصوت	<b>mute</b>	اخرس - ابكم	<b>mute</b>	صامت
<b>predict</b>	يتنبأ	<b>prediction</b>	تنبؤ	<b>predictable</b>	يمكن التنبؤ به
<b>attach</b>	يربط- يرفق	<b>attachment</b>	مرفق	<b>attached</b>	متعلق ب
<b>highlight</b>	يلقي الضوء علي	<b>highlight</b>	حدث مهم	<b>highlighted</b>	مهم - بارز
<b>summarise</b>	يلخص	<b>summary</b>	ملخص	<b>summarised</b>	ملخص
<b>consider</b>	يعتبر	<b>consideration</b>	اعتبار	<b>considerable</b>	مناسب
<b>shock</b>	يصدم	<b>shock</b>	صدمه	<b>shocked</b>	مصدوم

## Antonyms

Word	Antonym
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<b>install</b>	يركب	<b>uninstall = remove</b>	يزيل
<b>Turn up</b>	يرفع الصوت	<b>Turn down</b>	يخفض الصوت
<b>on the right</b>	علي اليمين	<b>On the left</b>	علي اليسار
<b>virtual</b>	واقعي	<b>Fictional - irrational</b>	ليس عقلاني - خيالي
<b>support</b>	دعم - مساعده	<b>disapproval</b>	استنكار
<b>link</b>	صله - رابط	<b>separation</b>	فصل
<b>Old-fashioned</b>	موضه قديمه	<b>fashionable</b>	مساير للموضه
<b>join</b>	ينضم	<b>unlink</b>	يفصل
<b>highlight</b>	اهم حدث	<b>Background-play down</b>	الاقل اهميه
<b>download</b>	ينزل من النت	<b>upload</b>	يحمل علي النت
<b>mute</b>	يصمت - صامت	<b>Chat- - talk-( loud)</b>	يتكلم - عالي
<b>concentrate</b>	يركز	<b>distract</b>	يشتت
<b>artificial</b>	صناعي	<b>natural</b>	طبيعي
<b>available</b>	متاح	<b>unavailable</b>	غير متاح
<b>support</b>	يؤيد	<b>oppose</b>	يعارض
<b>attach</b>	يربط	<b>detach</b>	يفصل
<b>by accident</b>	بالصدفه	<b>on purpose</b>	عمدا

### Synonyms

Word	Synonyms	
<b>install</b>	<b>position - put</b>	يركب
<b>virtual</b>	<b>practical - factual</b>	واقعي
<b>happen</b>	<b>occur – take place</b>	يحدث
<b>support</b>	<b>help – aid - assist</b>	يؤيد - يساعد
<b>mute</b>	<b>silent - wordless</b>	صامت
<b>attach</b>	<b>fix – fasten -join</b>	يربط
<b>link</b>	<b>connection - join</b>	يربط
<b>technique</b>	<b>system -method</b>	طريقة
<b>employee</b>	<b>worker - labourer</b>	موظف
<b>intelligence</b>	<b>understanding - intellect</b>	ذكاء - فهم
<b>respond</b>	<b>answer - reply</b>	يستجيب
<b>consequence</b>	<b>result - outcome</b>	نتيجة
<b>by accident</b>	<b>by chance</b>	بالصدفة

## Language Notes

**1- employee** موظف      **- employer** صاحب العمل      **- employ** يوظف  
**- employment** وظيفة      **- unemployment** البطالة

2. لاحظ استخدام فعل مفرد مع الكلمات الآتية ولكن عند الإشارة إليها بضمير نستخدم ضمير جمع (they, them, their):

 **Everyone / everybody / someone / somebody / no one / nobody / anyone / any body / (any / every person)**

**Everyone benefits from space technology in their everyday lives.**

**-Everyone has their** own ideas about the best way to bring up children.

**Someone is knocking on the door, aren't they?**



<b>install</b>	يركب	<b>uninstall = remove</b>	يزيل
<b>Turn up</b>	يرفع الصوت	<b>Turn down</b>	يخفض الصوت
<b>on the right</b>	علي اليمين	<b>On the left</b>	علي اليسار
<b>virtual</b>	واقعي	<b>Fictional - irrational</b>	ليس عقلاني - خيالي
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<b>join</b>	ينضم	<b>unlink</b>	يفصل
<b>highlight</b>	اهم حدث	<b>Background-play down</b>	الاقل اهميه
<b>download</b>	ينزل من النت	<b>upload</b>	يحمل علي النت
<b>mute</b>	يصمت - صامت	<b>Chat- - talk-( loud)</b>	يتكلم - عالي
<b>concentrate</b>	يركز	<b>distract</b>	يشتت
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3. **decide + to + infinitive** يقرر

• We decided to go shopping in the mall in our neighborhood.

- **decided + on + v+ing (noun)** يختار

• My brother decided on a good job in a bank.

• My brother decided on travelling abroad to start his career.

- **decide + that +** يقرر جملة كاملة

• Ali decided that the new job is interesting

4- **Technical** فني (صفه)

- **a technician** (اسم) شخص فني

• There is a (technical - technician) problem in our computer. We need a (technical - technician) to solve it.

5- **close** (للايواب والشبابيك)

- **turn on -off** (للاجهاز)

6- **virtual** افتراضي - **visual** بصري - **visible** مرئي

• The (virtual- visual - visible) head of the business is Mr. Ali. He runs the company effectively.

• Good teachers use (virtual- visual - visible) aids to help students to understand their lessons.

• The boy hid behind the table, but his head was (virtual- visual - visible). His brother caught him

7- **At the end** (في نهايه فيلم- مسرحيه- مؤتمر- مكان) - **in the end** (اخيرا)

• the main actor was killed (at the end- in the end) of the film

• Our school is (at the end- in the end) of the street.

• Ali tried a lot to answer the difficult question, (at the end- in the end) he was able to answer it.

8- **join** يلتحق بـ - My father joined a new job in El Asher Town.

- **join** يربط - Carpenters use glue to join the pieces of wood together.

9- **link** يربط (to / with) - The pipe must be linked to the cold water supply.

- **link** رابط - You can use the link of Mr.El Sebaei's notes to download it.

10 - **share** = **participate** = **take part in** = **contribute to** يشارك في

11- **apply for** يتقدم للحصول علي (وظيفة / شيء) - **applicant** متقدم لطلب - **application** طلب وظيفة

12- **artificial** صناعي - **artificial (intelligence / limbs / lake)**

- **industrial** صناعي (خاص بالصناعة) - **Industrial (sector / revolution / country)**

14 - **contact** يتصل (لا تأخذ حرف جر) : You can contact me on this number.

- **connect (to)** يتصل : You can connect the computer to the internet easily.

**a contact with** : احتكاك او اتصال : She needs to have a contact with new people.

15- **hear from** يتلقى اخبار من

**hear of / about** يسمع عن





### READING

**Carla:** Hi, can you help us?

**IT Support:** Yes, sure. Can you tell me **what the problem is?**

**Carla:** Sure. We wanted to have **a virtual meeting with a group of** students in Egypt for a project. We **installed the software for the meeting** and that was fine. Everyone joined the meeting. We **turned** our microphones **on** and **switched** our cameras **on**. We could hear and see everyone without any problems for the first five minutes.

**IT Support:** OK and what happened then?

**Carla:** Then, I **shared my screen** and everything **stopped working**.

**IT Support:** So the other students **couldn't hear** or **see** you and you couldn't see or hear them either?

**Carla:** That's right. We were talking to them, but they **stopped responding**. It was clear that they couldn't hear us. We **turned our sound** up, but it seems that they still couldn't hear anything we said or see us. We can only see the **document** I wanted to show them now.

**IT Support:** Did you **mute your microphone?**

**Carla:** No, I didn't touch my microphone. It was still on.

**IT Support:** Did you **check** your internet **connection?**

**Carla:** Yes, I did. **The internet connection** is fine.

**IT Support:** That's strange. Are you definitely still in the meeting? Could it be that you left the meeting and you didn't realise it?

**Carla:** I'll **check**. Oh, you're right. I closed the meeting by accident! Sorry.

**IT Support:** Don't worry. It happens. Maybe you can look into other ways of **staying in touch with** the students during your meetings if there are **technical problems**, like email or instant messaging.

**Carla:** Yeah, good idea. Thanks for your help. I'll go and email the students.



### **TIP:**

**Start by thinking** what you **need to learn**. For example, if you need to study for a Maths exam, make a list of all the topics you need to know. Then, decide how much time you'll **need to learn** about each one. Finally, decide which topics are the most important and **plan to spend** more time on these

### **TIP 2:**

This is **a creative way of bringing** information about a topic together in one place. You **start by writing** the topic in the centre of the page and then **draw lines** from the centre. At the end of each line, you write a different part of the topic and **make short notes** about it. You could even use pictures instead



of text in your mind map too.

### TIP 3:

For example, if you write the most important **points** about **a topic on cards**, you could use **the same colour cards** for similar topics. This will help you to find information more quickly. You could also get **some different coloured pens** and **highlight different types of words** (verbs, nouns, adjectives, etc) in different colours.

~~~~~

## SKILLS FOR LIFE

Everyone has problems while they are trying to study sometimes. Try sometimes. Don't get stressed or give up. Try to think of creative solutions. Try doing something in a different way, or in a different place, or in a different order or using a technology

~~~~~

To: Monica@mail.com

From: Imon@mail.com

Hi Monica,

Thank you for your email about **virtual meetings**. I understand how to **join** the meeting by **clicking on the link** in an email and **turning my microphone** and camera **on** and **off**, but I'm not sure about how to **give a presentation** during a meeting. It **sounds** like you have to **share your** screen if you want to show other people **a document or PowerPoint slides**, is that right? So I **need to join** the meeting, share my screen and then stop sharing when I've finished showing the thing I wanted to show. Have I understood that correctly? If I haven't, **feel free** to let me know how I should be doing it. Maybe we could have **a quick call** so you can talk me through it.

Thanks very much **in advance** for your help. I'm sure **I'll be able to give** presentations in our meetings without any problems very soon.

Talk to you soon,

Iman

~~~~~

Hi there,

You asked for some **study** tips and I have two good ones for you:  
**Try using the Pomodoro technique**. You **concentrate on** your work for 25 minutes, then **take a break**, then **do another session** for the same amount of time, then take another break. After a few of these, you take a longer break. **Try teaching another student** something you find difficult to understand. Prepare something before you **meet up** with them. Then explain it to your friend as well as you can.



Let me know how the studying goes.

Talk to you soon!

Dear Sir/Madam,

I am writing this letter to apply for the position of student welfare officer.

I believe that I am suited to the role because I enjoy helping people feel more positive. At school, I have learned to deal with stressful situations. I like using my weekends and evenings to help other students. I always appear to be calm which helps the person I am speaking to. I am very excited by this role and I hope you decide to offer me the position. I hope to hear from you soon

Yours faithfully,

Mariam

## WB

### Studying on my Head

by Hamid Shazly

I was never very good at concentrating, so my dad gave me a book called "Study skills for you." I discovered lots of new ideas. The first message in the book is that we all learn differently. So, the first thing I did was to learn how I best remember things. I tried making a summary of each unit of the school book, then a summary of the summary until I reduced the essential information into a small mind map. Highlighting important details in different colours helped me so much that I was even able to remember where on the map certain information was. History was my worst subject. So, while I was sure she has understood? making my notes, I played the same song in the background. When I went to sleep, I used to listen to the song again to make me think about the history notes. To avoid too much sitting on my desk, I got up every 20 minutes and walked around my room or went and studied in the park. I also recorded my notes on my phone and listened to them while walking in the park. So, I guess you're wondering whether all these experiments worked? Well, it certainly helped me discover how I remember things best and it made revising a lot more interesting. This meant I spent more time doing it. When I got my final results, I was shocked but very happy to tell my dad that the highest mark I got was in History!

Hi there,

Adding a virtual background is great fun and quite easy to do when you know how. Let me explain. First, look for the arrow next to the camera icon at the bottom of the screen. Click on that and then click on 'settings'. Another window will open, and you have to find the option on the left that says 'video and image backgrounds'. You have to click on that if you don't have any images, you can add them by clicking on the plus sign which you can find on the right. Choose the image you want and then click on 'apply' and that's it!



I hope you have lots of fun but let me know if you have any questions.

Speak soon,

Basel

### Writing a tip

When writing **personal or informal emails**, the tone, the choice of words and the way the words are put together are different:

- Use contractions, first person pronouns such as / or We, and phrasal verbs.
- Use greetings like Hi, Hello and Dear + first name.
- Use endings like ( Yours, Talk to you soon, Hope to hear from you soon and Best regards.)

### Exercises

#### 1 Choose the correct words to complete the sentences.

- 1.I'm proud of my contribution to the team's success; they all did their (share- contribute-taking place-writing)of the work.
- 2.The businessman bought 100 (shares-goods-applicants- employees) of Toyota Company at the market price
- 3.He is a (creative- creator- creation-created ) teacher.He presents his lessons using wonderful activities.
- 4.The company was (created-creator-creation- creating) 25 years ago. It has established itself a good position among the great companies.
- 5.My father asked a technician to (save- keep-install-repair ) our new washing machine.
- 6.Please,could you (mute-turn up- switch on-turn on) the music while I make a call.I can't hear well.
- 7.(Bugs- Window-Software-Settings) is the programs that run on a computer and perform certain functions.
- 8.The famous writer (shared- clicked-plugged-sent) his story with the press. Most people read and admired it.
- 9.The first ( documented- record- writing-watching) case of shark attack in the waters near Sharm el Shaikh was ten years ago
- 10.An engineer in the company was arrested for leaking secret (conferences -copy- inversion-documents) about the company projects.
- 11.The minister's assistant serves as the ( link-communication-transport- transplant) to the media.
- 12.Good teachers use power point(pictues-phoyos-books-slides) to try to facilitate the lessons to make students understand well.
- 13.The director prepared his (essay- article-presentation- position) carefully, so his message was easily understood.
14. There are 200 (employers – employees- owners – applicants) working in this big company.
15. Early black and white photos show people in ( fashion-old fashioned-fashionable-fission) clothes



16. The government( aid-forces-supports-wandered )a lot of charities to be able help a great number of the poor all over Egypt..

17-Students should ( do -make- mind- avoid ) a summary of important points in each unit to help them improve their levels.

18.Students should( concentrate – depend- count- keen ) on reading the questions to able to get high marks.

19. I'll e-mail my report to you as an (attachment – amendment – adjustment – appointment).

20.The spread of Cronavirus has caused a lot of problems in the world like ( employment-tourism- unemployment- terrorism)

21. My sister loves clothes and buys very ( fashion-ols fashioned-fashionable-fission) dresses.

22. Using a typewriter is ( modern -ancient -old-fashioned -poetic ).Now we use computers.

23. My son has managed to ( tie -link –connect-join) the Zamalik sporting club. It has been his dream for years.

24- She is a bit old-fashioned in her outlook. The word” old-fashioned” can be replaced by( antique -modern -update –recent)

25 -She is a bit old-fashioned in her outlook. The antonyms of “old-fashioned” is ( antique -modernise -fashionable –recently)

26- I have problems with my tablet so the ( IT support-manual- gardener-mechanic ) worker comes to help me.

27.We all were ( pleased -shocked -surprised \_persuaded) when we knew about the death of my uncle suddenly in an accident.

28. After the match had ended, the reporter showed the ( accidents - occasions -incidents – highlights)of it. It was five minutes only.

29. Two children have been kidnapped.The police are looking ( into-up-on-in ) their disappearance and will find them quickly.

30. The government tries to find ( create – creation – creatively – creative ) solutions to our economic problems.

31. Whatever problems you have, you should try and try and don't ( take- give -send- dismiss ) up hope.

32.Parents should direct their children and give some ( advice -devises -taps -tips)that help them overcome the difficulties of life..

33. I think artificial intelligence can't replace ----- jobs

a)public                      b) interpersonal                      c) personnel                      d) private

34.The story of murder two young girls by their mother became a( brand -trend – popular-public) on all the social media sites.

35- This website is fake . It always offers me a lot of ( links -connections -communications – lakes)that have viruses. They destroy a lot of files.

36.I am writing this email to apply for the position of a student ..... officer.

a)well-off                      b) wealthy                      c) welfare                      d) prosperity

37.There are nearly two thousand .....for only five jobs in this bank. They are too many.

a) employees                      b) clerks                      c) applicants                      d) accounts

38 .A sudden chemical spill on the highway (created-creator-creation- creating) a record traffic jam.

39- Mrs Huda was asked to prepare a ( presentation -present -represent –representative)for the Mother's Day. She is the best teacher in the school.

40.I haven't( typed- wrote- repaired- installed) the new operating system yet because of the bugs the computer has.



41. My son joined a university in Cairo, he (lived-ate-shared- painted) a room with a classmate from a remote governorate.

42. He (write- type- published- documented) every thing he sees. He can always prove it was done correctly.

43. Good teachers are able to devise new ( technique- road-route- rite ) according to the new topics to present them easily.

44. Youth are looking for jobs that suit them . They apply ( to- for- by- at ) any jobs that can develop their skills.

45- You should choose the colours which ( suite -fit -suit-sweat) your age .

46. The clever student can reduce the essential information in each lesson into a small mind ( map- limb-lab-course ) to help them remember the lessons well.

47. The bank ( served -reduced -motioned -mentioned) the benefit on the loans to face the financial crises.

48. During the meeting , the chairman asked all the members to turn (off- in- on-up ) their mobiles. He doesn't want anything to disturb them.

49. A lot of famous men..... their funny videos on their sites. They have a lot of likes.

a- share                      b) force                      c) allows                      d) photos

50- Lazy students should make .....maps to help you memorize the new words easily.

a) brain                      b) mend                      c) mild                      d) mind

51. The (intelligence-presentation-mention-words) of the new vocabulary is necessary before explaining the lesson.

52- Artificial ..... is used in all the sectors of the state and make them dispense with human being

a) lakes                      b) intelligence                      c) limbs                      d) organs

53. Egypt have set up new ..... schools to graduate some skilled workers that can work in all factories..

A critical                      B criminal                      C technical                      D official

54. Mobil companies need some .....engineers to develop their projects for producing smart devices.

a) creative                      b) intelligence                      c) mild                      d) wnders

55. The repoter of On Time sport channel.....the causes of our loss to the final match.

A writes                      B types                      C highlights                      D announce

56. The government build some new roads to .....the regions of the country together.

A connect                      B cmmunicate                      C join                      D help

57. Some big companies adapt to .....the prices of their products to attract a lot of customers.

a. including                      b. increasing                      c. reducing                      d. excluding

58. The .....of Zamalik team photo is a great number of their crowds cheering them.

a. forground                      b. background                      c. backbone                      d. playground

59. We should turn .....all the lights and sets that we don't use to reduce the consumption of energy.

a) off                      b) on                      c) up                      d) at

60. I sent an email to my supervisor to have a holiday, but he didn't ..... I think he was busy.

a) ask                      b) respond                      c) disagree                      d) speak

61. The headlines of famous newspapers are .....in red to attract attention.

a) delighted                      b) writing                      c) highlighted                      d) spread

62. Students should be in contact with the .....to help me solve the problem of tablets..

a) IT support                      b) civil engineer                      c) English teacher                      d) supervisor



63. We suffer from some problems in all sectors but we must overcome them to..... I need to ..... up with all the developed countries

- a) reach up                      b) catch up                      c) use up                      d) hold up

64. When you don't want any one to hear you, you have to .....the microphone.

- a) raise                      b) decrease                      c) mute                      d) silent

65- The ----- should respond to the manager's questions accurately.

- a) interview                      b) interviewer                      c) interviewee                      d) view

66. There have been significant computer (attachments – appointments - developments – agreements) during the last decade.

67. The trainee pilot should be put in a ( natural-normal-usual-virtual ) plane not a real one to learn to fly .

68. My brother has(made- done- joined-link ) the faculty of flying. He is going to fly aaircraft.

69. My husband has a lot of wonderful ideas, so he decided to have a (wonderful-creation – natural -creative) course in writing to learn how to Express them.

70. The shool director has set up cameras and turned them (at-up-on-off) to know who leaves the school without his permission.

71- The passengers on the train ..... to each other to spend their time happily .

- a) quarrel                      b) chat                      c) shout                      d) scold

72- Could you ----- this wire to the computer to be able to use the internet.

- a) contact                      b) connect                      c) correct                      d) collect

73- The word clear is the synonym of the word -----

- a) ambiguous                      b) mysterious                      c) complex                      d) obvious

74- Simple to simplify is like clear to -----

- a) clerk                      b) clarify                      c) solidify                      d) clarification

75- My father wanted to hear what I was listening to so he told me not ---- the microphone.

- a) mute                      b) moat                      c) multiply                      d) meet

76. "We" company provide its customers with bad.....of the internt . It is slower than the turtle.

- a) relations                      b) connections                      c) collections                      d) corrections

77- Human beings will continue doing jobs that need ----- skills.

- a) interpersonal                      b) personnel                      c) person                      d) personality

78- Human beings will continue doing jobs that need ----- skills.

- a) interpersonal                      b) personnel                      c) person                      d) personality

79. I spilt the juice on the carpet by ..... I cleaned it at once.

- a. incident                      b. event                      c. accident                      d. accent

80. I prefer communicating with my friends using emails or ----- messaging .

- a) instant                      b) constant                      c) custom                      d) instincttion

81. I hope to hear ( of – about – from – with ) you soon.

82- I reduced the essential information into a small mind ( map – app – lap – ape )

83. Parents should have more ----- over their sons and daughters .

- a) rest                      b) organisation                      c) control                      d) principles

84. During the current crisis of Coronavirus, most international organisations use .....meetings to communicate and share information. They try to avoid infection.

- a) real                      b) scar                      c) factual                      d) virtual

85. My father said that his teacher was very..... . My father couldn't talk in his lessons!

- a serious                      b strict                      c fatherly                      d kind

86- Employess will be able to (give-do-have-make ) more decisions at work.

87- ..... important details in different colours helped me a lot remember them



- a) Lighting      b) Highlighting      c) Omitting      d) Drawing
- 88-( In – At – On – Of ) the end of each line , you write a different part of the topic.
- 89-Studying with all this noise around you will ----- you. Look for a quieter place.
- a) contract      b) attract      c) distract      d) distinguish
- 90- Teachers must create new techniques and use them .....to explain their lessons..
- A efficiently      B effectively      C slowly      D quickly
91. Some teachers use flash .....to present the new words to students at school.
- a. carts      b. cards      c. cats      d. canteens
- 92.The ----- should respond to the manager's questions accurately.
- a) interview      b) interviewer      c) interviewee      d) view
- 93-Everyone has problems while ----- are studying sometimes.
- a) he      b) she      c) they      d) it
- 94.The two countries ( share) a long border.
- 95.Painters ( create- creator- creation-created) the colour orange by mixing yellow and red.
96. The ( trainee- trainer- interviewee- interviewer) is the person who asks to get the best applicants for a job.
97. The ( trainee- trainer- interviewer- interviewee) is the person who is asked in an interview.
- 98- Mind ----- is a creative way of bringing information about a topic in one place.
- a) letter      b) book      c) map      d) diary
- adopt clerk dare fiancé grumpy get engaged
- inheritance lodgings share
99. Ashraf was feeling lonely, so I suggested that he ( adopted- adapted- have-looked for ) a cat.
100. The manager asked the ( secret- clerk-employer- interviewer ) to type the letter on the computer.
101. Manar came in last in the race, so she's feeling quite ( bad- grumpy- happy- pleased )
102. Rasha and her ( fiancée-fiance- mother- aunt ), Adam, plan to have a wedding reception in June.
- 103 Maged ( took- gave- met- sent ) revenge on me to dive into the pool with my clothes on.
- 104 .The Smiths are now very rich thanks to their grandfather's (heritage- inheritance-fiance- wealthy )
105. I offered Mr and Mrs Khamis ( lodgings- fiats-sleepers-hotel ) while they were in Damietta.
106. The teacher asked the students to ( help- share-go- make ) their answers with the rest of the class.
107. The family was asked to forgive the thieves for stealing their food, rather than (dear- dear- afraid- occupy ) them.
108. Rasha got (engaged- busy- studied- succeeded ) yesterday . She was very happy.





## Grammar

### Phrasal verbs

الأفعال الظرفية تتكون من فعل و حرف جر أو أكثر وتتغير معناها عن معني الفعل الأصلي وتكون معني جديد

انواع الافعال الظرفية:

1- أفعال ظرفية تأتي الاسم بين الفعل و حرف الجر

I asked her to **turn** her sound **up** . - They decided to **throw** the pearl **into** the sea.

- Ali asked his secretary to **pick** his son **up** from school .

|                |      |                  |             |                |       |
|----------------|------|------------------|-------------|----------------|-------|
| Turn ----- up  | يرفع | Throw ----- into | يرمي --- في | Pick ---- up   | يصطحب |
| Turn -----down | يخفض | Throw ----- away | يتخلص من    | Tell ----- off | يوبخ  |

أفعال ظرفية تأتي المفعول قبل أو بعد حرف الجر اذا كان اسم ولكن الضمير يوضع قبل حرف الجر

- **Turn off the gas = Turn the gas off = Turn it off**
- **Put off the meeting = Put the meeting off.**
- **Put away his books = Put his books away = Put them away**
- **Take off your shoes = Take your shoes off.**

Examples:

|                   |           |          |              |          |       |          |         |
|-------------------|-----------|----------|--------------|----------|-------|----------|---------|
| Turn on           | يفتح جهاز | Put out  | يطفيء        | Take off | يخلع  | get over | يشفي من |
| switch on         | يفتح جهاز | Put away | يضع في مكانه | Let down | يخذل  | put off  | يؤجل    |
| Turn / switch off | يطفيء     | Use up   | يستهلك       | Make up  | يختلق | Put on   | يرتدي   |

أفعال ظرفية تأتي الاسم قبل أفعال ظرفية تأتي بعدها أداة ظرفية وحرف جر

|                 |           |                |                     |               |             |
|-----------------|-----------|----------------|---------------------|---------------|-------------|
| Look forward to | يتطلع الي | Keep out of    | يبعد عن             | Run out of    | يستنفذ      |
| Look out of     | ينظر من   | Keep away from | يتغيب من / يبتعد عن | Catch up with | يوصل م يلحق |
| Look up to      | يحترم     | Turn out to    | يتضح ان             | Fall out with | يتخاصم مع   |
| Look down upon  | يحتقر     | Cope up with   | يوافق               | Put up with   | يتحمل       |

- We look forward to the holiday .
- I can't put up with boring people.
- He turned out to be a thief
- We look up to our parents.

وتنقسم الي أفعال متعدية وأفعال غير متعدية كالآتي :

أفعال ظرفية لا تأتي بعدها مفعول

|            |               |           |       |          |            |           |        |
|------------|---------------|-----------|-------|----------|------------|-----------|--------|
| break down | ينهار / يتعطل | hurry up  | يسرع  | come out | تظهر / تشر | run out   | ينفذ   |
| Take off   | تقلع          | turn up   | يصل   | grow up  | يكبر       | run away  | يهرب   |
| go on      | يحدث / يستمر  | pull up   | يتوقف | cheer up | يتهيج      | get up    | يستيقظ |
| Look out   | أحترس         | Watch out | أحترس | wear out | يتهالك     | break out | تنشر   |

Examples

- The bus broke down
- The bus broke down
- My shoes wore out
- The plane takes off on time .
- The bus broke down
- War broke out in 1939.

أفعال ظرفية تأتي بعد حرف الجر مفعول ثابت سواء كان اسم أو ضمير



|                     |                    |                       |                        |
|---------------------|--------------------|-----------------------|------------------------|
| Look for يبحث عن    | laugh at يسخر من   | search for يبحث عن    | run into يقابل بالصدفة |
| Look after يعتني بـ | Wait for ينتظر     | catch up يلحق / يواصل | Fall over تسقط         |
| Look into يفحص      | Apply for يتقدم لـ | fall off يقع          | Laugh at يسخر من       |
| Get on يركب         | Get off ينزل       | Take to يدمن          | Take up يشغل حيز       |

Examples

- I looked for my bag but in vain. - I will get on the plane soon.  
 - She will apply for the job of a secretary. - Wait for me here , please.

|                   |              |                |                      |                  |                |
|-------------------|--------------|----------------|----------------------|------------------|----------------|
| turn / switch on  | يفتح         | take in        | يتمتع / يخدع / يفهم  | end up + ing     | ينتهي به الحال |
| turn / switch off | يطفيء        | take in        | ياوي / يضيق ملابس    | come up with     | يأتي بفكرة     |
| turn up           | يعلي / يصل   | take apart     | يفكك                 | come out         | تظهر / تصدر    |
| turn down         | يخفض         | take off       | تقلع / يخلع          | come across      | يقابل بالصدفة  |
| turn out to be    | يتضح ان      | take on        | يوظف / يتحمل مسؤولية | come around      | يزور           |
| catch up with     | يلحق بـ      | take up        | يشغل حيز             | clear up         | يرتب / يفسر    |
| cope up with      | يساير        | take down      | يزيل                 | let down         | يخذل           |
| look for          | يبحث عن      | take to        | يدمن / يحب بشدة      | let out          | يوسع ملابس     |
| look up           | يبحث في معجم | take over      | يتولى مسؤولية        | make up          | يخلق / يكون    |
| look out          | احترس        | take after     | يشبه                 | make up          | تتبرج / تتمكج  |
| look after        | يعتني بـ     | get over       | يشفي من              | make out         | يري بصعوبة     |
| look forward to   | يتطلع الي    | keep up with   | يبقي علي تواصل       | make up his mind | يقرر           |
| look up to        | يحترم        | keep up        | يواصل بذل الجهد      | find out about   | يكتشف عن       |
| look down upon    | يحتقر        | keep on        | يستمر في             | carry out        | ينفذ           |
| look into         | يفحص / يفكر  | keep away from | يبتعد                | carry on         | يستمر / يواصل  |
| laugh at          | يسخر من      | keep out of    | يبتعد عن             | see off          | يودع           |
| grow up           | يكبر / ينضج  | break down     | يكسر / يحطم          | Knock on / at    | يطرق علي الباب |
| put away          | يضع في مكانه | break down     | تتعطل / ينهار        | Knock out        | يهزم           |
| Put on weight     | يزيد وزن     | break out      | تنشب / تتلع          | work on          | يعمل في مشروع  |
| Put on            | يرتدي / يخدع | break into     | يقتحم                | work out         | يحسب / يفهم    |
| Put off           | يؤجل         | break in       | اقتحام               | work against     | يعمل ضد        |
| Put forward       | يرشح         | go off         | تفجر / يرن           | work up          | يكافح / يناضل  |
| Put up with       | يتحمل        | go up          | يصعد / يقترب         | work for         | يعمل لدي مؤسسة |
| Put out           | يطفيء        | go on          | تحدث - يستمر         | Work in          | يعمل في صالح   |
| fill in / out     | يملأ استمارة | go out         | تنطفي                | give away        | يهب            |
| point to          | يشير بأدب    | set up         | يؤسس                 | give in          | يستسلم         |
| point at          | يشير بوقاحة  | set off / out  | يبدأ رحلة            | give up          | يقنع / يستسلم  |



|           |                |               |               |             |             |
|-----------|----------------|---------------|---------------|-------------|-------------|
| point out | يبين           | fall off      | يقع من        | give off    | يطلق غاز    |
| use up    | يستهلك         | fall over     | تسقط          | Get to      | بصل الي     |
| cut down  | يقطع / يرشد    | fall out with | يخاصم         | Get up      | يستيقظ      |
| cut off   | يقطع من الجذور | throw away    | يتخلص من      | Get on with | ينسجم مع    |
| cut out   | يقطع بانتظام   | throw into    | يرمي في       | Get in      | يدخل بصعوبة |
| cheer up  | يبتهج          | run out of    | يستنفذ        | get over    | يشفي من     |
| blow up   | تنفجر          | run into      | يقابل بالصدفة | Get through | يجتاز       |
| blow out  | يطفيء          | run over      | يدهس          | Get on      | يركب        |
| Lie to    | يكنب علي       | run away      | يهرب          | Get off     | ينزل        |

### 1 Choose the correct words .:

- Ali switched the computer ( in-on-off-up ) after using it.
- The grandfather wanted to give ( out- in- at- by ) his wealth to his sons before his death.
- Nurses look ( in- up- after- for ) patients in hospitals.
- My son looks forward t ( on-out- to-with ) success with high marks.
- My friend Huda put ( in- up- on- for ) a lot of weight. She has become too fat.
- The thief lied ( to- on- after- for ) the police about where he was when the accident happened.
- Mortada Mansour gave (in- up- on- for ) his hope to return to be the president of Zamalik Club.
- The troops of Israel gave (out- in- at- by ) when our brave army surrounded them in Sinai.
- They put their walking boots on and set ( up - of - off - in ) early in the morning.
- She was accused ( by - off - with - of ) violation the copyright.
- Her life goal was to research ways ( to - for - of - in ) make medical treatment
- What impact do you think these women have had( in - of -at- on ) Egyptian society ?
- She always argues ( to - with - about - on ) her brothers and sister.
- The government does its best to care ( by - with - about - of ) medical care.
- Some young people are interested in finding out ( in- on- about-at ) the world they live in.
- Astronmers are constantly searching ( about-for- with- on ) planets which may support human life.
- Most of the students depend ( in - on - about - of ) the internet to do research .
- The internet helps me to keep ( in - on - of - at ) touch with my relatives abroad.
- If you are in danger of suffering ----- burnout , you will experience a lot of stress .  
a) of                      b) from                      c) about                      d) with
- Is there anything you are worrying ( about - of - with - to ) which stops you from sleeping
- Why don't you concentrate ( on - in -of - about ) your lessons?
- Have you ever thought ( in - off - with - about ) studying in the early morning?
- The government is going to ( stay up - sit up - set up -make up) a new hospital in our area .
- The police are looking ( on - into - to - up ) the disappearance of two children
- I have missed some lessons and I need to (reach up -catch up -use up- hold up) up with my classmates
- Turn your cameras ( in - off - on of ) so that you can see everyone.
- All the prayers are kindly requested to turn their mobiles ( in - on - off - of ) in the mosque



- 28- We are going to look ( after-into-up-down ) other ways of sharing documents online.
- 31-At least, I have 2 days to (keep up-turn up- pick-catch up ) with the school work I missed.
- 32-I can't hear what's on clearly. Please, turn the sound ( on – down – up - off )
- 33- We told her the sound was too loud so she turned it ( on – down – of – up )
34. If you have problems , don't get stressed or give ( out – away – up – off )
- 35- You should pay for our goods ( in – on – of – from ) advance .
36. I hope to hear ( of – about – from – with ) you soon.
- 37-There is a vacant job in our company. Why don't you apply ( to – with – on - for ) it ?
- 38- When will you turn ( of – off – up – on ) the light. It bothers me and I want to sleep.
- 39- Ahmed , Take off your shoes . This means that I ordered Ahmed to take -----  
 a) take off them                      b) take them off                      c) take it off                      d) take off it
- 40- I couldn't find my mobile at home. I looked ( after-for-before-forward ) it everywhere but in vain.
- 41- When does the plane take ( in – of – off – away )
- 42- Please , could you pick the children ( off – of – in – of ) from their school?
- 43-We look forward ( with – to – of – in ) the concert by Amr Diab .
- 44- Your health is going to deteriorate . You must give ( up-off-in-away ) smoking.
- 45- My sister was washing up and went (on-in-at-with ) tidying her room.
46. Zamalik played very hard and could get ( on-over- through-at ) El Ahly and won the tournament.
47. Zamalik played very hard and could get ( on-over- through-at ) the finals.
- 48.He's coming up ( on- to – with- about ) god ideas.
49. The meeting was put (on- to – with- off ) as the manager was ill.
50. the teacher sent me (on- of – away- about ) as I was lazy.
51. We hope that the prices will come (with – down – up – in ) after the government takes some economic decisions.
52. We should bring (with – down – of – up ) our children to be good citizens.
53. The doctor advised my father to give ( in- on- up- down ) smoking.
54. My brother was ill and wanted to make up (for- off- in- down ) the lessons he missed.
55. The patient got ( on- down- over- about ) his illness but needed some rest.
56. The dentist took ( in – of – off – away ) three of my teeth as they decayed.
57. The boy takes ( of – about – from – after ) his sister although they are nt twins.
58. I want to set ( on-up- through-at ) a new WORD programme to be able to type well.
- 59 . The new chairman will take ( on – down – over - off ) next week after the current one retires.
- 60.Ali is good at making ( on- to – with- up ) stories . All of his friends like them
61. When I go back home, I took ( on- of –off- down ) my shoes ut of the house.
- 63.My mother asked me to put ( on-away- through-at ) the shopping in the kitchen.
64. If yu don't know the meaning of a word , look it ((on- up – with- off )
- 65 The ship set ( in – of – off – away ) the port at 5 PM.
66. The operator put me ( on- through –off- down ) the manger . He was in the office.
67. I got up late and put ( on- to – with- up ) my clothes quickly.
68. The rich should give (with – down – out – up ) some money to the poor.
- 69.he manager put ( on- through –off- forward ) the meeting to give the members a chance to study the reports and they agreed.
- 70.he firefighters could put (with – down – out – up ) the firein a short time . They are efficient.



## Grammar

### VERBS + (TO + INF.) OR (V.ING)

#### 1- Verbs followed by (v.+ ing)

- بعض الأفعال يأتي بعدها دائماً (v.ing)

|                 |          |            |          |               |              |
|-----------------|----------|------------|----------|---------------|--------------|
| enjoy           | يستمتع   | miss       | يفتقد    | deny          | ينكر         |
| mind            | يُمانع   | prevent    | يمنع     | Admit=confess | يعترف بـ     |
| finish          | ينهي     | practise   | يمارس    | imagine       | يتخيل / يصور |
| come            | يأتي     | give up    | يقطع عن  | fancy         | يتخيل / يصور |
| go              | يذهب     | put off    | يؤجل     | can't stand   | لا يطيق      |
| Suggest=propose | يقترح    | delay      | يؤجل     | avoid         | يتجنب        |
| consider        | يفكر     | detest     | يشمئز    | resist        | يقاوم        |
| Can't stand     | لا يتحمل | regret     | يندم     | postpone      | يؤجل         |
| involve         | يشتمل    | include    | يتضمن    | risk          | يجازف        |
| keep            | يحافظ    | hate       | يكره     | recommend     | يوصي بـ      |
| spend           | يقضي     | quit       | يتوقف عن | appreciate    | يقدر         |
| reject          | ينبذ     | anticipate | يتوقع    | adore         | يعشق         |

#### Examples:

- They **enjoyed watching** TV - He **kept working** for long hours.
- She **risks climbing** mounts. - Tom **suggested / recommends going** to the cinema
- You should **avoid going** out at night. - I don't **mind helping** you.
- Have you **finished reading** the newspaper yet? - I **suggest taking** some time off.
- I need to **practise speaking** English more often. - I **can't stand listening** to this loud music.

#### 2- Verbs followed by (to + inf.)

- بعض الأفعال يأتي بعدها دائماً (مصدر + to)

|                 |            |           |           |         |       |
|-----------------|------------|-----------|-----------|---------|-------|
| agree           | يوافق      | threaten  | يهدد      | manage  | يتمكن |
| arrange         | يرتب       | want      | يريد      | deserve | يستحق |
| decide          | يقرر       | learn     | يتعلم     | demand  | يطلب  |
| expect          | يتوقع      | offer     | يعرض      | refuse  | يرفض  |
| hope            | يأمل       | plan      | يخطط      | intend  | ينوي  |
| would like/love | يود - يرغب | promise   | يعد       | seem    | يبدو  |
| 'd prefer       | يفضل       | dare (to) | يجرؤ      | afford  | يتحمل |
| Fail            | يفشل       | tend      | يتولى امر | attempt | يحاول |
| pretend         | يتظاهر     | appear    | يظهر      | Wish    | يرغب  |

#### Examples:

- We **hope to hear** from you soon. - My friend **offered to lend** me what I want.



- I'd like to travel to France someday. - He promised to call me back as soon as possible.
- I need to go to the supermarket to buy some bread.
- We're planning to have a big party on my daughter's marriage.

في النفي نضع ( not ) قبل ( to )

- He promised not to come late again. - They decided not to go out .

### 3- Verbs + object + (to + inf.)

- بعض الأفعال يأتي بعدها دائما ( مصدر + to + مفعول )

|        |             |         |        |          |               |
|--------|-------------|---------|--------|----------|---------------|
| expect | يتوقع       | cause   | يجعل   | persuade | يُقنع         |
| want   | يريد        | tell    | يُخبر  | warn     | يُحذر         |
| order  | يطلب        | promise | يعد    | inform   | يُخبر / يُبلغ |
| ask    | يسأل / يطلب | train   | يُدرّب | force    | يُجبر         |
| invite | يدعو        | enable  | يُمكن  | motivate | يحفز          |

Examples:

- My teacher advised us to study harder. - He didn't allow us enough time to finish the test.
- Do you think Dad will allow you to go to Amal's party?
- They invited us to have lunch with them.
- The bad weather forced people to stay at home all day.
- I persuaded her to start a new website.

- بعض من الأفعال في هذه المجموعة يأتي بعدها ( مصدر + to ) بدون مفعول بدون تغيير في المعنى

- She promised her father to do her best. = She promised to do her best.

- أحيانا يؤثر حذف المفعول على المعنى عندما لا يوجد مفعول

- We expect Sara to arrive early. ( Sara will arrive early)
- We expect to arrive early. ( We will arrive early)

- بعض من الأفعال في هذه المجموعة يأتي بعدها ( مصدر + how to + مفعول )

- Ali showed us how to reach the station.
- We teach students (how) to read and write.

- عند بناء الجملة للمجهول يأتي بعد هذه الأفعال ( مصدر + to )

- The bad weather forced people to stay at home all day. (Active)
- People were forced to stay at home all day by the bad weather. (Passive)

- الأفعال (let / make) يأتي بعدهما ( مصدر + مفعول )

- She wanted to go home, but her boss made her stay until the work was finished.
- My boss let me have the afternoon off to go to my sister's wedding.

- عند بناء الفعل (make) للمجهول يأتي بعده ( مصدر + to )

- She wanted to go home, but She was made to stay until the work was finished.

- الفعل (help) يأتي بعده ( مصدر + مفعول ) أو ( مصدر + to + مفعول )

- He can help me understand this lesson. = - He can help me (to) understand this lesson.

### 4- Verbs followed by (v.+ ing) / ( مصدر + to + مفعول )

- بعض الأفعال يأتي بعدها (v.ing) أو ( مصدر + to + مفعول )

|        |             |           |         |
|--------|-------------|-----------|---------|
| advise | ينصح        | encourage | يُشجع   |
| allow  | يسمح / يأذن | recommend | يوصى بـ |
| permit | يسمح / يأذن | forbid    | يمنع    |



**Examples:**

- They **advise walking** to town.
- They **do not allow smoking** here.
- They **encourage doing** the test.
- They **do not permit smoking** here.
- They **advise her to walk** to town.
- They **do not allow us to smoke** here.
- They **encourage Ali to do** the test.
- They **do not permit me to smoke**

**5- Verbs followed by (v.+ ing) / (to + مصدر) with no change in meaning**

- بعض الأفعال يأتي بعدها (v.ing) أو (مصدر + to) بدون اختلاف تقريباً من حيث المعنى

|               |      |          |       |
|---------------|------|----------|-------|
| start / begin | يبدأ | prefer   | يفضل  |
| like          | يحب  | hate     | يكره  |
| love          | يحب  | continue | يستمر |

**Examples:**

- We **like to watch / watching** tennis.
- The baby **started to cry**.
- Do you **hate working** on Saturdays?
- = - The baby **started crying**.
- = - Do you **hate to work** on Saturdays?

**6- Verbs followed by (v.+ ing) / (to + مصدر) with a change in meaning**

- بعض الأفعال يأتي بعدها (v.ing) أو (مصدر + to) مع وجود اختلاف كبير من حيث المعنى

- 1- stop + (to + inf.)** يتوقف لكي يفعل شيء ما
- I **stopped to buy** a newspaper. : - I **stopped in order to buy** a newspaper.) يتوقف عن فعل شيء
  - **stop + (v. + ing)**
  - I **stopped buying** a newspaper. : - I no longer buy one.)
- 2- remember + (to + inf.)** يتذكر ما ينبغي عليه أن يفعله
- He **remembered to see** the man. : - He remembered and then saw the man.
  - **remember + (v. + ing)** يتذكر ما فعله في الماضي
  - He **remembered seeing** the man. : - He saw the man and later remembered.
- 3- forget + (to + inf.)** ينسى أن يفعل شيء ما (أي لم يفعل الشيء)
- He **forgot to lock** the door. : - He didn't lock it.
  - **forget + (v. + ing)** ينسى أنه قد فعل شيء ما
  - He **forgot locking** the door. : - He locked it but couldn't remember.

- 4- try + (to + inf.)** يُحاول (ببذل مجهود لكي يفعل شيء ما)
- I **tried to see** over the fence by standing on tiptoe.
  - **try + (v. + ing)** يُجرب ليري ما سيحدث
  - A: This coffee is too hot. B: **Try putting** some ice in it.

- 5- regret + (to + inf.)** يأسف أنه مضطر أن يفعل شيء ما
- We **regret to say** that we cannot help you at the moment.
  - **regret + (v. + ing)** يندم على شيء فعله في الماضي
  - I **regret quitting** my job. It was a stupid thing to do.



6- need + v+ ing = need +to + be+ p.p ) (Passive )

My car needs ( repairing =to be repaired )

7- need + to+ infinitive = need +noun ( active )

I need a car =to buy a car

\* ملحوظات هامة:

1- يمكن أن نستخدم (مصدر + to ) للتعبير عن الغرض

- I study hard **to get** good marks. - She is driving quickly **to arrive** on time.

- هنا ( to = in order to = so as to ) بمعنى (لكي)

- He completed all his homework **to get** a good grade.

2- هناك تعبيرات يأتي بعدها (v.ing)

It's no good

لا فائدة من

- It **is** no good **telling** him - he won't listen.

It's no use

لا فائدة من

- It's **no use** **worrying** about your exams.

feel like

يرغب في

- I **feel like** **going** to the beach.

can't help

لا يمكنه التوقف عن

- She **couldn't help** **falling** in love with him..

can't stand

لا يطيق

- I **can't stand** **listening** to this loud music.

spend his time

يقضي وقته

- He always **spends his time** **studying** hard.

waste his time

يضيع وقته

- She always **wastes her time** **playing** chess.

There's no point in

لا داعي لـ

- There's **no point in** **buying** a car if you can't drive.

be busy

مشغول في

- She was **too busy** **doing** her homework.

It's worth

What about = how about

It's fun

I've difficulty in

3- حروف الجر تتبع دائما بـ (اسم / ضمير / v.ing)

accuse ..sb. .. of

يتهم بـ

prevent ..sb. .. from

يمنع من

charge ..sb. .. with

يتهم بـ

protect ..from / against

يحمي من

apologize to ..sb. .. for

يعتذر عن شيء

rely on = depend on

يعتمد على

blame ..sb. .. for

يلوم علي

search for

يبحث عن

complain about

يشكو من

succeed in

ينجح في

concentrate on

يركز علي

talk about

يتحدث عن

do without

يستغني عن

tell ..sb. .. about

يخبر شخص عن

hear about / of

يسمع عن

warn ..sb. .. about

يحذر من

- They **accused me of stealing** their money. - I must **apologize to him for arriving** late.

- She always **complains about** my delay.

4- يمكن أن نستخدم (to) كحرف جر و يأتي بعده (اسم / ضمير / v.ing) مع التعبيرات

look forward to

يتطلع إلي

object to

يعترض علي

be used to

معتاد علي

devote... to

يكرس لـ

be accustomed to

معتاد علي

be committed to

ملتزم بـ

take to

يولع بـ - يتحمس لـ

due to=owing to

بسبب

contribute to

adjust to

in addition to

lead to

( be ) exposed to

confess to

Opposed to

own up to

- I **look forward to** **spending** the holidays in Sharm. - I **am used to** **waiting** for buses.

الآتية



- My mother devoted her life to helping the boys. - She didn't take to studying English.

5- نستخدم (مصدر + to) بعد الصفات الدالة على المشاعر التالية

**disappointed , glad , happy , pleased , relieved , sad , surprised**

- I was happy to help them.

- She will be delighted to see you.

6- نستخدم (مصدر + to) مع الجمل التي تبدأ بـ (صفة + It's)

- It was difficult to complete the rough draft.

- She thought it was impossible to remember all the rules.

7- (مصدر + to) في المجهول تصبح (to be + pp.)

- He hopes to be treated well at school.

8- (v.ing) في المجهول تصبح (being + pp.)

- I remember being carried to hospital after the accident.

9- الأفعال التالية الدالة على الإدراك يأتي بعدها (v.ing) عندما ندرك جزء من الحدث

hear

يسمع

notice

يلاحظ

see

يرى

watch

يشاهد

- I heard Huda sing a song.

(This means that I heard the whole song.)

10- و يأتي بعد هذه الأفعال (مصدر) عندما ندرك كـل الحدث

- I heard Huda singing a song.

(This means that I heard part of the song.)

11- أفعال تتبع ب المصدر بدون ( )

Let – make – dare – help

1- Ali let me use his car.

2- He can't dare take my things.

## EXERCISES ON GRAMMAR

1-I like (do – done – does – doing) exercise every day.

2-I hate (to get – gets – got – to getting) water in my eyes.

3-They are going home as soon as they have finished (to work – works – working – worked).

4-They hope (to get – getting – of getting – get) a job they enjoy doing.

5-I learnt (swim – to swim – swam – to swimming) when I was three years old.

6-He dislikes (sleeps – slept – to sleeping – sleeping) during the day.

7-The children enjoyed (to play – with playing – playing – played) in the sea.

8-He admitted (to borrow – borrow – borrowed – borrowing) my pen without asking me.

9-The driver of the car (avoided – planned – offered – hoped) hitting the motorbike.

10-I've tried (read – with reading – to read – reads) that book, but I don't understand it.

11-Do you want (coming – came – comes – to come) to my party.

12-What do you (avoid – plan – finish – practise) to do in the summer?

13-She offered (helping – help – to help – helped) her mother prepare lunch.

14-Ali has decided (studying – studied – of studying – to study) science at university.

15-The boys have arranged (to play – playing – play – plays) football after school.

16-He stopped (to listen – listening – listened – listen) to the radio on hearing a knock on the door.

17-I never forget (find – to find – finding – found) that rare old coin in the garden. I was 12 then.

18-She was doing exercise, then she stopped (listening – to listen – listened – listen) to the radio.

19-I remember (phoning – to phone – phoned – phones) my cousin in America a month ago. He told me a lot about his stay there.

20-Did you remember (posted – post – to post – posting) my letter? – Oh, I completely forgot.



- 21- I have always regretted (not having – not to have – have – not have) studied harder at school.
- 21-British Airways regret (announce – announced – to announce – announces) the cancellation of flight BA205 to Madrid.
- 23-They expect thousands of people (visiting – visited – to visit – visits) Sapporo for the Snow Festival
- 24-My brother is learning (playing – play – plays – to play) the oud.
- 25-Musicians practise (to play – playing – being played – play) their instruments for hours a day.
- 26-She was really pleased (seen – seeing – see – to see) her old friend.
- 27-He is considering (to go – to going – of going – going) to London this year.
- 28-He refused (answer – to answer – answering – for answer) my questions.
- 29-The salesman denied (taking – to take – takes – take) money from the lady.
- 30-I regretted (criticize – to criticize – criticizing – to criticizing) her in public.
- 31-When they came to a cafeteria, they stopped (eating – to eat – to eating – to be eaten).
- 32-I don't fancy (watch – watched – watches – watching) that film. There is a lot of violence in it.
- 33-He wanted the money (for pay – to pay – pay – paying) for his son's education.
- 34-His parents warned him (not leaving – not left – not to be left – not to leave) university without a degree.
- 35-She's training hard (won – winning – to win – of winning) the race.
- 36-The programme presenter asked Dr. Carter (talk – talking – to talk – talked) about Steinbeck's early life.
- 37-Leila asked Mona whether she could help her (do – to doing – done – to be done) the shopping.
- 38-I recommend (to write – writing – written – write) your feelings down on paper.
- 39.When the children stopped (singing-to sing-sung-sang), everyone clapped. They liked the song very much.
- 40.They expect thousands of people (visiting-visited-to visit-visits) Sapporo for the Snow Festival next year.
- 41.My brother is learning (playing-play-plays-to play) the oud.
- 42.If I were you, I'd avoid (travelling-to travel-travels-travel) into the city during the festival.
- 43.My parents suggested (go-to go-goes-going) to the theatre.
- 44.I really want (going-go-to go-went) to Hong Kong for the Chinese New Year.
- 45.Before you go to London, you should practise (speak-to speak-spoken-speaking) English.
- 46.Leila stopped (to listen-listening-listened-to listening) to the radio when she had heard a loud knock on the door.
- 47.I'll never forget (found-to find-finding-founded) that rare old coin in the garden. I was only 12 then.
- 48.She was doing exercise, then she stopped (listening-to listen-listened-listen) to the radio.
- 49.I remember (phoning-to phone-phoned-phones) my cousin in America a month ago. He told me a lot about his stay there.
- 50.Did you remember (posted-post-to post-posting) my letter? - Oh, I completely forgot.
- 51.I have always regretted (not having-not to have-have-not have) studied harder at school.
- 52.The band stopped (to play-playing-play-played) and there was silence.
- 53.She agreed (write-to write-writing-wrote) an article on classical music.
- 54.Ali shouldn't risk (to drive-drive-driving-drove) so fast.
- 55.I hate (to sit-sitting-to sitting-sit) doing nothing – I'd rather be working.
- 56.Don't forget (locking-lock-locked-to lock) the door when you leave.
- 58.I (deny-dislike-regret-miss) leaving early yesterday. I wish I had stayed to meet you.
- 59.Mona promised (she comes-to come-coming-will come) and she usually keeps her promises.
- 60.I can't stand (to listen-listen-listening-to listening) to him.



61. He stopped (write-to write-written-writing) and put down his pen.
62. I tried (stop-to stop-stopping-stopped) him, but he had already left.
63. The thief got into the house because I forgot (closing-closed-to close-to closing) the window.
64. He regretted (leaving-to leave-left-leaves) his job as he couldn't find another one.
65. She couldn't help (to cry-cries-cry-crying) aloud the moment she saw the accident.
66. She deserved (win-winning-to win-won) the first prize.
67. Do you enjoy (listen-to listen-listening-listened) to music?
68. Walid began (to play-plays-played-playing) the guitar when the phone rang.
69. Walid began (playing-to play-plays-played) the guitar when he was six.
70. Would you mind (to lend-lends-lending-lent) me this CD.
71. Do you regret (to go-goes-going-went) to the concert?
72. I've decided (learn-to learn-learning-learned) the piano.
73. He is considering (to go-to going-of going-going) to America this year.
74. He refused (answer-to answer-answering-for answering) my questions.
75. The salesman denied (taking-to take-takes-take) money from the lady.
76. I regretted (criticize-to criticize-criticizing-to criticizing) her in public.
77. When they came to a cafeteria, they stopped (eating-to eat-to eating-to be eaten).
78. I don't fancy (watch-watched-watches-watching) that film. There is a lot of violence in it.
79. -She managed( solve - solving - solves - solved ) the problem.
80. -She doesn't feel like ( to work - work - working - worked ) on the computer.
81. -Everyone stops ( to buy - buy - buying - buys ) a ticket to attend the show tonight.
82. He would prefer to( fly - to fly - to flying - flying ) to Europe.
83. My friend suggested ( went - go - going - to go ) for a picnic on the beach.
84. -Leila promised ( to phone - phoning - to phoning -phoned ) her mother .
85. She loves ( cooked - to cook - be cooked - cook ) for her family.
86. Do you expect ( to finish - finishing - finished- finish ) your work early today?
87. Musicians practise ( to play - playing - played- play) their instruments for many hours a day
88. When studying you should remember----- a break every twenty-five minutes.  
a) to take                      b) taking                      c) to take                      d) took
89. -You have to stop( to use- using - used - uses ) email because it is old-fashioned.
90. You need to ( be kept - keeping - keep- am keeping ) your mind and body healthy.
91. You should stop to( checked - check- checking checks) social media while you're studying.
92. Suddenly everyone stopped ..... There was silence.  
a) talk                      b) talking                      c) to talk                      d) talked
93. You should practise ..... English all the time.  
a) speak                      b) to speak                      c) speaks                      d) speaking
94. When he told us the story, we just couldn't stop .....  
a) laugh                      b) to laugh                      c) laughing                      d) laughed
95. Tamer and I agreed ..... seven pounds each.  
a) paying                      b) pay                      c) to pay                      d) was paying
96. Selim is so funny. He stopped .....television because he said it was rotting his brain.  
a) to watch                      b) is watching                      c) watch                      d) watching
97. Kareem finished ..... his dinner at 6.30.  
a) to have eaten                      b) to eat                      c) eating                      d) eaten
98. Amina admitted not ..... how to open the door.  
a) to be known                      b) knowing                      c) to know                      d) known
99. Hany and his sister practise ..... tennis every day after school.  
a) playing                      b) to play                      c) played                      d) play
100. I regret ..... you that Nabil will not be joining the team. I know you wanted him with us.  
a) telling                      b) to tell                      c) have told                      d) am telling
101. I ( deny - dislike - regret - miss ) leaving early yesterday. I wish I had stayed to meet you.
102. I can't stand ( to listen - listen - listening - to listening ) to him.



103-He stopped ( write – to write – written – writing ) and put down his pen.

104-The thief got into the house because I forgot ( closing – closed – to close – to closing ) the window.

105-She couldn't help ( to cry – cries – cry – crying ) aloud the moment she saw the accident.

106-She deserved ( win – winning – to win – won ) the first prize.

107-He began ( to play – plays – played – playing ) the guitar when the phone rang.

108-He began ( playing – to play – plays – played ) the guitar when he was six.

109.Nehad regrets ..... her mother on her birthday. She should have done it.

a) not phone                      b) not phoned                      c) not phoning                      d) not to phone

110.If I were you, I'd avoid ..... into the city during the festival.

a) travels                      b) to travel                      c) travelling                      d) of traveling

111.Before you go to London, you should practise ..... English.

a) speak                      b) speaking                      c) to speaking                      d) speaks

112.I suggest..... to the Sham El-Nessim festival in Egypt next year.

a) to go                      b) to going                      c- go                      d) going

113.I suggest that he ..... to the Sham El-Nessim festival in Egypt next year.

a) to go                      b) to going                      c) go                      d) going

114.Fatma is looking forward to ..... university next year.

a) starting                      b) starting                      c) starts                      d) started

115.On their way to Luxor, the tourists stopped ..... some photos of an ancient temple.

a) to take                      b) take                      c) taking                      d) to taking

116.Do you regret not ..... the museum when you were in Cairo?

a) to visit                      b) visited                      c) visit                      d) visiting

117.Munir was a soldier so he is used to ... a lot of time outdoors.

a) spend                      b) spends                      c) spending                      d) spent

118.-. I started .....for the bank twenty years ago .

a) work                      b) worked                      c) working                      d) to working

119.. When I was a child, I used to imagine ..... a pilot

a) becoming                      b) to become                      c) becomes                      d) become

120. John mailed the letter and remembered .....it later.

a) mailing                      b) to mail                      c) to mailing                      d) mails